



# Nevada State Archives

## Records Guidance for Constitutional Officers

As a State official, you will create and work with State Records that are of historical interest. These records include presentations, speeches, reports, and more. Effective records management is the key to providing future elected officials with background on the decision-making processes involved in state governance. As an elected official, many records created and received during your time in office should one day come to the Nevada State Archives.

When entering State service, a good foundation should be laid for records management. Attendance by designated records officers (as identified in NAC 239.700) at the State Records Basic Retention and Disposition Training is a good starting point. This training will provide the vital exposure to the State Records Retention Schedule necessary to support appropriate records management practices. More information on the Records Management Program and Training can be found on this page of their website: <https://nsla.nv.gov/state-records/>

The State Records Retention Schedules also give guidance as to which records are to be sent to the State Archives after their specified retention period. For more information about transferring records to the State Archives, please check the website: <https://nsla.nv.gov/archives-transferring-records/info> or call 775-684-3362.

Implementing good records management helps:

- Efficient operation of state government
- Budgeting
- Identification and transfer of important records to the Nevada State Archives at the end of a term.

